

UKRAINE INTERNATIONAL AIRLINES (PS)

Mandatory info: passengers' passport & contact data

In 2016 UIA has launched for the own flights the automatic on-line check-in for the passengers. For the successful realization of this process **ALL RESERVATIONS** must contain the following information:

1. Passport data of the passenger
2. Contact data of the passenger (mobile phone number and / or e-mail address)

Lack of the mentioned information in the PNR makes automatic on-line check-in impossible. Failure to file this data will result in miscommunication with our passengers as they will not be advised about checked in status and won't receive their boarding passes. This directly affects the quality of services and causes additional costs for airline.

This is why we kindly remind you about mandatory passengers' contact and passport data filing under approved airline format. In case of this rule violation any subsequent airlines liability will be limited and may be passed to the agent. These requirements are filed in actual UIA ADM policy.

[Move down to view the correct format of inserting passengers' contact & passport details.](#)

由 2016 年起，UIA 推出為其營運航班自動辦理網上登機手續。為使過程成功進行 **所有訂位** 必須包含以下資料：

1. 乘客旅遊證件資料
2. 乘客聯絡資料 (手提電話及/或電子郵件)

如沒有在 **PNR** 輸入上述資料則導致自動辦理網上登機手續失敗。乘客將不能接收有關辦理登機手續狀況及登機證。這直接影響著 UIA 服務質素並產生額外費用。

因此我們提醒，所有乘客聯絡及旅遊證件資料必須以正確格式輸入。根據 UIA ADM 政策，如違反此規則，旅行社代理需要承擔相關責任。

[往下查看輸入乘客聯絡及旅遊證件資料的正確格式。](#)

Correct Format

How to add telephone number:

Amadeus:

OSI PSCTCM1234567

SSR CTCM1234567

Galileo: SI.PS*CTCM1234567

Sabre: 3OSI PSCTCM1234567

Worldspan: 3SSR CTCM YY HK1/1234567-1.1

Contact number of passenger should be written: 995599000000 (without +, but with full country & operator code).

Use gaps, dash, commas as a divider of several numbers (for example 995599XXXXXX 995577YYYYYYY) or in the number (for example +38-050-382-42-46).

How to add email address:

Amadeus:

OSI PSCTCETEST//TEST.com

SSR PSCTCETEST//TEST.com

Galileo: SI.PS*CTCE TEST//TEST.com

Sabre: 3OSI PS CTCE TEST//TEST.com

Worldspan: 3SSR CTCE YY HK1/TEST//TEST.COM-1.1

Replace special symbols as follows:

«@» replace on «//»

«_» replace on «..»

«-» replace on «./»

In case of passenger refusal from disclosure of the contact information:

Amadeus: OSI PSCTCPSGR REFUSED TO SHARE DIRECT CTC/ACCEPTED LIMITED AIRLINE RESPONSIBILITY

Galileo: SI. PS*CTC PSGR REFUSED TO SHARE DIRECT CTC/ACCEPTED LIMITED AIRLINE RESPONSIBILITY

Sabre: 3CTCR/PSGR REFUSED TO SHARE DIRECT CTC-1.1

Worldspan: 3SSR CTCR YY HK1 / PSGR REFUSED TO SHARE DIRECT CTC -1.1

How to add passport details:

Amadeus:

SR DOCS YY HK1-P-GBR-012345678-GBR-30JUN73-M-14APR09-JOHNSON- SIMON-H/P1/S3

where:

YY – is airline code, to whom you send message,

P – document code, (P – for pasport)

GBR – country code where the document has been issued (in a trigram format). You can check the list of codes on the page GG COUNTRY CODE

012345678 – document number,

30JUN73 – date of birth,

M - gender (M – male, F - female, MI/FI – infant males/infant female, U - unknown),

14APR09 – document expiration date,

JOHNSON-SIMON – surname, name,

H – Indicator of the document owner (specifies that this passenger is the owner of the document; lack of this indicator – the passenger is attached to the document given to another, for example, the child, attached to the passport of parents),

P1 and S3 – attaching to the passenger (it is obligatory if in reservation it is more than one passenger)

Sabre:

3DOCS(segment number)/(document type)/(document issue country)/(document number)/(document nationality country)/(date of birth)/(gender)/(document expiration date)/(last name)/(first name)/(middle name or initial)/H-(pnr name number)

Worldspan:

*PSI

Fill in the mask as follows :

1.1 PNR-NM CHEUNG/HELEN

GENDER (F) DOB (16FEB65) COUNTRY OF RESIDENCE (HKG)

DOCS-(1) TYPE (P) NBR (H1234567890....)

ISSUED BY (HKG) NATIONALITY (HKG) EXPIRES (24OCT18)

DOC-NM (.....)

DESTINATION ADDR STREET (.....)

CITY (.....) STATE (..)

COUNTRY (...) ZIP CODE (.....) REPEAT FOR NEXT PAX (N)

ACTION (ER.....) CURR OPTION- FULL

E/ER TO UPDATE I/IR TO IGNORE H/HELP MU/MD/MT/MB

VIEW OPTIONS - DOCS DOCO DOCA ADDR FQTV PCTC APIS RQRD

After ending the PNR (ER) , SSRs will send to airlines as follows:

SSRDOCSLXHK1/P/HKG/@-----@7890/HKG/@-----@/F/24OCT18/CHEUNG/HELEN- 1.1

SSRPSPTYHK1/@-----@7890/HK/@-----@/F- 1.1

SSRDOCSYYHK1/P/HKG/@-----@7890/HKG/@-----@/F/24OCT18/CHEUNG/HELEN- 1.1

SSRDOCAYYHK1/R/HKG- 1.1

Galileo:

SI.P1/SSRDOCSDLHK1/P/UA/S12345678/UA/12JUL66/M/23OCT12/SMITH/JOHN

where DL - 2-letter airline code; HK1 – obligatory status;

P-passport; UA-country, where the passport was issued; S12345678-pasport serial number and number; UA-citizenship; 12JUL66-date of birth; M-gender male; 23OCT12-passport expiration date; SMITH/JOHN-surname/name of passenger.

Types of documents that can be used (DOCUMENT TYPE CODES):

P – passenger passport

IP – Identification card

I - Identity card I

C - Identity card C

A - Identity card A

F - permitted non-standard ID document

AC - crew member certificate

M – military certificate

- the document, issued US Department of Homeland Security (DHS)

Note: "K" it is used only for DOCO

(Gender):

F -female

FI - female, infant

M - male

MI – male, infant

U - unknown

2/ SSR DOCS green card:

SI.P1/SSRDOCSDLHK1/A/UA/12345678/UA/12JUL66/M/03SEP12/SMITH/JOHN

where DL - 2-letter airline code; HK1 – obligatory status;

A-code green card; UA-country, where passport was issued; 12345678-number green card; UA-citizenship; 12JUL66-date of birth; M-gender male; 03SEP12-expiration date of green card; SMITH/JOHN-surname/name of passenger.

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